



U.S. General Services Administration
Office of Government-wide Policy
Motor Vehicle Policy

Federal Motor Vehicle Regulations and Policies

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FedFleet 2019

Framework

- **Law**
- **Regulation**
- **Bulletin**
- **Agency Policy**
- **Executive Order**
- **OMB Circular**
- **Comptroller General Decisions**
- **Office of General Counsel
Guidance**
- **Informed Decision-making**

Federal Property & Administrative Services Act 1949 (as amended) = Statutory law

- Established the General Services Administration**
- Provides GSA broad authorities for property management and oversight**
- Authorizes GSA to issue regulations that are published in the Code of Federal Regulations (CFR) and are considered administrative law**

Sources of Information

- **Federal Register (www.gpoaccess.gov/fr)**
 - daily publication site for Executive Orders, Regulations, Agency notices, etc.
- **Code of Federal Regulations (www.gpoaccess.gov/cfr)**
 - integrated publication of permanent rules (50 titles)
- **Federal Property Management Regulation & Federal Management Regulation (FPMR & FMR)**
(www.gsa.gov/fmr)
- **Federal Acquisition Regulation (FAR)** (www.gsa.gov/far)
- **Federal Travel Regulation (FTR)**
(www.gsa.gov/ftr)
- **Individual Agency Regulations and Directives**

Regulations

- **Federal Property Management Regulation & Federal Management Regulation (FPMR & FMR)**
 - **41 CFR 101-26.501 (Purchase of New Motor Vehicles)**
 - **41 CFR 101-39 (Interagency Fleet Management Systems = GSA Fleet)**
 - **41 CFR 102-5 (Home-to-Work Transportation)**
 - **41 CFR 102-34 (Motor Vehicle Management)**
 - **41 CFR 102-39 (Replacement of Personal Property Pursuant to the Exchange/Sale Authority)**
 - **41 CFR 301 (Federal Travel Regulation)**

41 CFR 102-34 (Motor Vehicle Management)

- **Plain language, question/answer format**
- **Defines terms (vehicle types, sources of supply, etc.)**
- **Defines scope (Military design vehicles excluded, law enforcement vehicles excluded from most provisions)**

Subpart B - Obtaining Fuel Efficient Motor Vehicles

- **Purchase and lease vehicles that achieve maximum fuel efficiency**
- **Have body types, engine sizes, and options essential to agency mission**
- **Establish and document a structured vehicle allocation methodology (VAM)**
- **Fleet average fuel economy standards published each year by the Department of Transportation (www.dot.gov)**

Subpart C - Identifying & Registering Motor Vehicles

Display identification that indicates:

- **“For Official Use Only” & “U.S. Government”**
- **Identification of the agency or service that owns or leases the vehicle (seal or tag code)**
- **Federal license plate is the preferred location**

Register vehicles in the Federal Motor Vehicle Registration System

- **Agency Fleet Manager coordinates this effort**

Subpart C - Identifying & Registering Motor Vehicles

- **Obtain U. S. Government license plates from Federal Prison Industries (UNICOR)**
- **Include the letter code assigned to the agency that owns the vehicle**
- **Display on front and rear of vehicle**
- **DC based vehicles = Require U.S. Govt. plates unless exempt**

Subpart C - Identifying & Registering Motor Vehicles

Exemptions to Government license plates and identification:

- **Limited (Agency head authorizes, up to three years) can now include administrative vehicles**
- **Unlimited (investigative, law enforcement, intelligence, or security duties)**
- **Special (President & heads of Executive Departments)**

Subpart D- Official Use of Government Vehicles

Official Use is:

Using a motor vehicle to perform your agency's mission(s), as authorized by your agency

Subpart D - Official Use of Government Vehicles

Misuse of Government motor vehicles:

- **Incidents reported to employing agency**
- **Minimum one month suspension, up to removal**



Subpart D- Official Use of Government Vehicles

Driver responsibilities:

- **Operate, park, store, and lock as appropriate to prevent theft or damage**
- **Obey all State and Local traffic laws**
- **Use all safety devices including seat belts**
- **Pay any parking fees and fines**

Subpart E - Replacement of Motor Vehicles

Minimum replacement standards:

- **Sedans - 3 years/60,000 miles**
- **Buses - Mileage only**
- **Trucks - By class, 6 years/50,000 miles minimum**

Subpart F - Scheduled Maintenance of Motor Vehicles

Requires scheduled maintenance programs:

- **Meet emission standards**
- **Meet warranty requirements**
- **Ensure safe & economical operation**
- **Meet manufacturer recommendations**

Subpart G - Motor Vehicle Crash Reporting

Report crashes as follows:

- **SF 91 - “Motor Vehicle Accident Report”**
- **SF 94 - “Statement of Witness”**
- **Follow internal agency directives for owned & leased vehicles**
- **Report crashes of GSA Fleet vehicles to GSA Fleet**

Subpart H - Disposal of Motor Vehicles

Transfer ownership as follows:

SF 97-1 - “U.S. Government Certificate to Obtain Title to a Motor Vehicle” (Other forms may be required by jurisdiction)

Consult the following regulations for detailed instruction:

41 CFR Part 102-38 “Sale of Personal Property”

41 CFR Part 102-39 “Replacement of Personal Property Pursuant to the Exchange/Sale Authority”

Subpart I - Motor Vehicle Fueling

Obtain fuel by:

Government charge card, fuel facility, or reimbursement (See OMB Circular A-123 for Gov't. charge card guidance)

Refuel using:

The fuel type & minimum grade recommended by the vehicle manufacturer

Subpart J - Federal Motor Vehicle Fleet Report

- **The Federal Fleet Report (FFR) compiles:**
 - **Inventory, Acquisition, Cost, Mileage and Fuel Use data for Federal motor vehicles**
- **Reported annually through the Federal Automotive Statistical Tool (FAST)**
<http://fastweb.inel.gov>
- **FAST also used to submit data for Energy Policy Act (DOE), EIA, & OMB Circular A-11 Budget (OMB)**

Regulatory Bulletins

Informational in nature – Guidance, not mandates

- **FMR B-1 Acquisition and display of official U.S. Government license plates**
- **FMR B-2 Use of hand-held wireless telephones**
- **FMR B-3 Use of tobacco products in motor vehicles**
- **FMR B-6 Proceeds from sale of agency-owned vehicles**
- **FMR B-11 U.S. Government License Plate Codes**
- **FMR B-15 Requirements for MIS in Federal Vehicle Fleets**
- **FMR B-19 Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet**
- **FMR B-28 Federal Employee Transportation and Shuttle Services**
- **FMR B-29 Accurately Reporting Passenger Vehicle Inventory in FAST**
- **FMR B-31 Government Motor Vehicle Fueling During Market Shortages**
- **FMR B-32 Posting Executive Fleet Vehicles on Agency Websites**
- **FMR B-33 AFV Guidance for Law Enforcement and Emergency Vehicle Fleets**
- **FMR B-35 Home to Work Transportation**
- **FMR B-38 Indirect Costs of Motor Vehicle Fleet Operations**
- **FMR B-43 Vehicle Allocation Methodology for Agency Fleets (March 2017)**
- **FMR B-48 Guidance on Exchange/Sale Financial Accounting for Personal Property**

41 CFR 102-5 Home to Work

Employees not covered by HTW:

- **Employees who are on official travel (TDY); or**
- **Employees who are on permanent change of station (PCS) travel; or**
- **Employees who are essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when designated in writing as such by their agency head.**

41 CFR 102-5 Home to Work

- HTW for employees is generally NOT allowed
- Employees may be approved HTW by the head of the agency for—
 - Field work (up to 2 years)
 - Clear and present danger (15 days)
 - Compelling operational consideration (15 days)
 - Emergency (15 days)
 - Approved by person or specific job position
- Approval authority may not be delegated!
- Field work means official work requiring the employee's presence at various locations other than his/her regular place of work. (Multiple stops(itinerant-type travel) within the accepted local commuting area, limited use beyond the local commuting area, or transportation to remote locations that are only accessible by Government-provided transportation.)

41 CFR 301 Temporary Duty (TDY) Travel Allowances

- Defines methods of transportation agency may authorize for TDY including government vehicles.
- Agency must select the method most advantageous to the Government, when cost and other factors are considered.
- For what purposes may a government vehicle used while TDY? Only official purposes which include transportation: Between places of official business; Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; Between either [paragraph \(a\)](#) or [\(b\)](#) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or as otherwise authorized by your agency under 31 U.S.C. 1344.

41 CFR 301 Temporary Duty (TDY) Travel Allowances

How does the FTR relate to fleet management?

FAQ- How many miles can I drive a GOV in one day?

- **Official travel orders?**
- **Most advantageous mode of transportation selected?**
- **Driver Fatigue- not regulated by GSA.**
 - **Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA) regulates drivers with commercial driver's licenses (CDLs) and the hours of service**
 - **<http://www.fmcsa.dot.gov/rules-regulations/topics/hos/index.htm>**

Other Federal Fleet Related Regulations

- Executive Order 13513- 2009
- **FEDERAL LEADERSHIP ON REDUCING TEXT MESSAGING WHILE DRIVING**
 - Agency issued internal guidance
 - FAR Citation- Encouraging Contractor Policies to Ban Text Messaging While Driving
- National Archives and Records Administration
 - Formerly known as **GENERAL RECORDS SCHEDULE 10 Motor Vehicle and Aircraft Maintenance and Operation Records**
 - **GRS 5.4 Facility, Equipment, Vehicle, Property, and Supply Records**
 - <https://www.archives.gov/files/records-mgmt/grs/grs05-4.pdf>

GRS 5.4 Facility, Equipment, Vehicle, Property, and Supply Records

Transmittal No. 27
January 2017

General Records Schedule 5.4

GENERAL RECORDS SCHEDULE 5.4: Facility, Equipment, Vehicle, Property, and Supply Records

This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Facility, space, vehicle, equipment, stock, and supply administrative and operational records.</p> <p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none">• statistical and narrative reports• studies• requests for space using Standard Form 81 or equivalent• space assignments and directories• inventories of property, equipment, furnishings, stock, and supplies• reports of survey regarding lost, damaged, missing, or destroyed property• requisitions for supplies and equipment• records tracking supply and procurement requirements• records scheduling and dispatching vehicles, monitoring use, and reporting use• related correspondence <p>Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these).</p> <p>Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p>Exclusion 3: Requisition and supply records of the General Services Administration's GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).</p>	<p>Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0001</p>

OPM Regulates Drivers, not GSA

CFR Title 5 PART 930—

**PROGRAMS FOR SPECIFIC POSITIONS AND
EXAMINATIONS (MISCELLANEOUS)**

Subpart A—Motor Vehicle Operators

- Definitions**
- Medical Evaluations**
- Authorizations**
- Corrective Actions**

Environmental Regulations

Where do I look for help?

- **Department of Energy**
 - **Federal Energy Management Program (FEMP)**
 - **<https://energy.gov/eere/femp/federal-fleet-management>**

Environmental Regulations

Where do I look for help?

- **Comprehensive list of laws and requirements related to fleet management sustainability goals. Note: The page will be updated soon with information about Executive Order 13834: Efficient Federal Operations, which was signed on May 17, 2018, and replaced and revoked Executive Order 13693.**
- https://www4.eere.energy.gov/femp/requirements/requirements_filtering/fleet_management

Environmental Regulations

Where do I look for help?

- **Environmental Protection Agency (EPA)**
- **EISA 141**
- **<https://www.epa.gov/regulations-emissions-vehicles-and-engines/federal-fleets-using-low-greenhouse-gas-emitting-vehicles>**

Where do I go for policy questions in my agency?

- **Agency Fleet Manager**
- **Agency General Counsel's office**
- **Agency Directives and Guidance Documents**

The screenshot shows a web browser window with the URL www.gsa.gov/portal/content/104602. The browser's address bar and tabs are visible at the top. The GSA website header includes navigation links: TRAVEL, REAL ESTATE, ACQUISITION, TECHNOLOGY, POLICY & REGULATIONS (selected), and ABOUT US. A search icon is also present. Below the header, a breadcrumb trail reads: Home > Policy & Regulations > Policy > Vehicle Management Policy >.

The main content area is titled "Motor Vehicle Management Policy Overview". To the left is a sidebar with a "VEHICLE MANAGEMENT POLICY" section containing links: Overview, Councils, Exchange/Sale of Motor Vehicles, Federal Fleet Reports, Vehicle Management Library, Shuttles to Transport Employees, Telematics, and Who is my Agency Fleet Manager?. Below the main title, a text box states: "Access the latest [Motor Vehicle Management Advisory Bulletins](#)." The main text explains that the policy seeks to improve management and enhance the performance of federal motor vehicle fleets. It lists five key efforts: continuous evaluation of programs and policies; examining new technologies and automated systems; analyzing the impact of regulations, laws, Executive Orders, and international agreements; facilitating the Federal Fleet Policy Council (FEDFLEET); and education and training of professionals. A "Motor Vehicle Management Resources" section is located at the bottom of the main content area.

On the right side, there are three sections: "CONTACTS" with a link to "Vehicle Policy" and a bullet point for "View Contact Details"; "ADDITIONAL CONTACTS FOR Federal Vehicle Policy"; and "OGP MOTOR VEHICLE POLICY DIVISION" with a graphic labeled "OGP: POLICY INC". A "REFERENCE" section at the bottom right includes a link to "Motor Vehicle Management Regulation".

The Windows taskbar at the bottom shows the system clock as 10:49 AM on 1/19/2016, along with various application icons and system tray icons.

www.gsa.gov/gsafleet

**GSA Fleet Customer Leasing
Guide can be found in GSA Fleet
Drive-Thru**

Need Help?

**GSA Office of Government-wide Policy
Vehicle Policy Division
www.gsa.gov/vehiclepolicy
vehicle.policy@gsa.gov**

**GSA Federal Acquisition Service
GSA Fleet
www.gsa.gov/gsafleet
gsafleet@gsa.gov**

You've Got Motor Vehicle Policy Questions? We've Got Answers

Vehicle.Policy@GSA.Gov